

# Pupil Registers, School Session Length, INSET, Holidays and Coding

## Early School Closure and Statutory Regulations



## Redbridge Community School

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## School Attendance

Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood it is insufficiently stated.

*“Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Poor attenders tend to achieve less in both primary and secondary school”.*

School Attendance Guidance for Maintained Schools, Academies, Independent Schools and Local Authorities. *Sept. 2018.*

## The School Day at Redbridge Community School

All schools are free to decide when their school day should start and end. There are no specific legal requirements about how long the school day should be. Governing bodies of all maintained schools in England are responsible for deciding when sessions should begin and end on each day. Governing bodies are also responsible for deciding the length of each lesson, the midday break and the afternoon session.

At Redbridge Community School, the school day is as follows:

0840 – 0900	Tutor Time	(0910 Tuesday and Thursday)
0900 – 1000	Lesson 1	(1005 Tuesday and Thursday)
1000 – 1100	Lesson 2	
1100 – 1120	Break	
1120 – 1220	Lesson 3	
1220 – 1245	Break	
1245 – 1345	Lesson 4	
1345 – 1445	Lesson 5	
1500 - 1545	Enrichment	(compulsory on a Tuesday for Year 11)

The Redbridge Community School day comprises of 5, 1 hour lessons with two breaks at 1100 – 1120 and 1220 – 1245.

## Session Length

The Education (school day and school year, England) Regulations 1999 require all maintained schools to open for 190 days and offer at least 380 sessions.

At Redbridge Community School, we define the school day as sessions:

0840 – 1100	Session 1
1120 – 1220	Session 2
1245 – 1445	Session 3

When recording student attendance, 0840 – 0900 is when the first reporting register is taken. The second registration is taken at 1120 in ‘Lesson 3’ which straddles 1200.

## Lateness and Punctuality

Redbridge Community School believes regular attendance to school is essential for performing well academically and socially. As part of this, attending school on time and being ready to learn is central to this. The following sets out our approach to recording lateness.

0840 – 0900 (0910)	Students receive a present code
0900 – 1030	Students are recorded late (L)
1030 – 1100	Students are signed in, but as the late register is closed a student receives an unauthorised absence (U) code

This clarifies when each code should be used and is designed to keep our students safeguarded. For students who are defined as persistently absent (below 90%) and may be subject to prosecution, then the 'U' code for unauthorised will apply from 0900 in most cases.

## Edu-K8 – Inclusion Unit

Students in Edu-K8 follow a flexible curriculum that is designed to meet their needs which may not always be offered in a mainstream setting. Edu-K8 offers a flexible day and student timetables are reviewed termly, in consultation with parents and carers. Consequently, the school day in Edu-K8 will normally follow the structure of the school day for years 7-9, but in Year 10 and 11, this could involve a late start and a later finish. The Head of Edu-K8 will devise a curriculum and timetable that will be flexible in that it will meet the needs of our most challenging and vulnerable students. A professional judgement must always be used when constructing an individual timetable. If the timetable is flexible and has been agreed with parents/ carers, the following late rule will apply:

1000 – 1010	Present Mark (/)
1010 – 1020	Late Mark (L)
1020 – 1030	Unauthorised (U)

To ensure compliance, Edu-K8 will submit data on any reduced timetable to the Local Authority on a termly basis and records will be kept internally and this document will record a clear strategy, decision making processes and agreements within the relevant student file and CPOMS. Acting in the interests of the student must underpin all decision making and this should be evidenced accordingly.

## School Holiday Patterns and School Holiday Length

As a Local Authority, maintained community school Redbridge Community School will follow the term dates as agreed by Southampton City Council. This is following consultation with schools in all phases. This means the school will be open to students for the minimum of 38 weeks per year (190 days) and 195 for school staff, of which these 5 days are classed as INSET (In Service Training Days). The school, as part of its wider enrichment and extra-curricular programme, will be offered out of the school day and in school holidays. Whilst a register will be kept, they will not be used to substitute school published days (190).

## INSET Days

School INSET days are In Service Training Days that can be included at any time into the school's published year. The factors that include the decision making will be:

- Appropriate times for staff training
- Consideration given to working parents or those who may have siblings in other schools
- Term time holidays

The INSET days will be agreed by the May half term for the next academic year and will be published to parents/ carers by Parent Mail and published on the school website. Text messages will also be sent prior to the INSET day.

There may be times when the school may use Twilight INSET as time in lieu for school years whereby the end of term are not conducive to improvement in school attendance. A Twilight session must be at least 2.5 hours long and two Twilights are equal to one whole school day (5 hours). Staff will be consulted on the use of Twilight sessions, timing and rationale in particular, and when the time in lieu is completed staff are not required to attend school even though the INSET day has been a published INSET day.

#### **Coding of Absence:**

With the exception of lateness, for which the school has defined within this document, the school will use the recommended coding for absence as published by Southampton City Council. The school regularly submits attendance, absences and coding for audit purposes to ensure that an accurate register of attendance is kept and is like with statutory guidance.

### **Early School closure and statutory regulations:**

How Redbridge Community School meets its statutory obligations in offering a 190 days, 380 school sessions. Teachers are contracted to work 195 days, of which 5 days are INSET days which does not affect a student's statutory entitlement. Governing Bodies and head teachers are free to set these as and when they feel is most appropriate. It is important to note that these 5 days do not deny a student of an education as long as they are attending school for 190 days.

### **What the school offers as part of this provision:**

The statutory regulations state that a school must be open for learning for 190 days and offer 380 school sessions. The legislation states that morning and afternoon sessions must be split by a break and the school can define which break this as to define the two sessions.

### **At Redbridge Community School the total session (lesson) time is as follows:**

At its core the school offers 25 hours minimum learning per week which is 950 hours of classroom learning per year. Over 5 years this is 4750 hours of classroom learning.

In addition to this, Year 11 students are required to remain after school in a compulsory manner on a Tuesday enrichment for an additional 45 (+ 15 minutes break/ changeover) minutes totalling an additional 38 hours per year.

The school opens for October half term, February half term and Easter for additional learning and whilst this would be different for each student in total this is an additional 100 hours.

The school prides itself highly on after school subject clubs, activities, trips and activities to enrich and broaden a love of learning. Most clubs last for 45 minutes - 1 hour and if we assume that this takes place after school this is an additional 152 hours.

This does not include learning times for Year 7 camp, the Duke of Edinburgh Award expeditions or overseas visits.

Redbridge Community School does not offer "Target Setting" days or "Information and Guidance" days as these are unlawful.

In total, for a student who has started their life at Redbridge and leave in Year 11, they have a potential additional maximum learning time of 1,240 hours.

### **Partial school closure:**

During the academic year the school only has three partial closures.

In September, students can come into school from 11am onwards following the school's open-evening the previous night. As a responsible employer, this is a very late night and this time gives teachers and staff an opportunity to pack away from the night before and get rest before the next day.

Over the five years, this in total is a closure of two hours of lesson time per year, ten in total.

As with the vast majority of schools the school closes early in the autumn term for Christmas and early in the summer term before we break up for the summer holidays.

Excluding breaks, this is 4 hours per year and 20 hours over the 5 years.

In total, from the total amount of classroom learning over 5 years is 4750 minus the closure time over the 5 years is 20 hours. Meaning that this total learning is actually 4730.

The time gained in total for this 20 hours missed learning is 1240. If you take the 20 hours missed time this is 1220.

So over a 5 year period, 20 hours learning time is lost but an extra 1220 is offered above and beyond the statutory session time of 4730 which in total gives 5950 hours of learning.

This does not include homework.

We believe that we fully meet the statutory guidelines on sessions, time lost and gained.

Learning time at Redbridge	4750
Learning time minus closures at Redbridge	4730
Learning time minus closures but with extra activities such as Year 11 enrichment	5950